

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept. of Veterans Affairs
1227 O Street Room 418 TEC
Sacramento, CA 95814



Employee Name	<u>JOHNSON, THOMAS</u>
Expense Dates	<u>01/17/09-04/24/09</u>
Total Expense Amount	<u>1164.60</u>
Amount Due Employee	<u>426.65</u>
Form ID	<u>TEA000427801</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/18	Lodging	96.80	
2)	04/23	Lodging	123.85	
3)	04/23	Parking, Auto	22.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents:

Approved
by:

ROGER L. BRAUTIGAN

Travel & Expense Account Summary

Employee Name THOMAS JOHNSON
Expense Dates 03/17/09-04/24/09
Report Name Travel - April

Request Total \$ 1164.60
Direct Charge Total - 737.95
Travel Advances - 0.00
Net Due Employee = 426.65

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Cal Vet Board	688.18
Regular Travel	Commissioning	421.42
Regular Travel	Fresno	55.00

NOTE: (d)=Direct Charge

DATE	Tue Mar 17									TOTAL
Mileage Personal Auto	55.00									55.00
TOTALS \$	55.00									55.00

DATE	Fri Apr 17	Sat Apr 18	Mon Apr 20							TOTAL
Commercial Air Fare (d)	138.60									138.60
Lodging		96.80								96.80
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Auto Rental (d)			164.02							164.02
TOTALS \$	138.60	118.80	164.02							421.42

Travel & Expense Account Summary

DATE	Wed Apr 22	Thu Apr 23	Thu Apr 23	Fri Apr 24						TOTAL
Commercial Air Fare (d)	302.20									302.20
Parking, Auto	9.00	22.00	9.00	9.00						49.00
Dinner	18.00	18.00								36.00
Lodging		123.85								123.85
Breakfast		6.00		6.00						12.00
Lunch		10.00		10.00						20.00
Incidentals		6.00		6.00						12.00
Auto Rental (d)				133.13						133.13
TOTALS \$	329.20	185.85	9.00	164.13						688.18

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Fresno	03/17/09	Mileage, Personal Auto	55.00	Cash
Regular Travel	Commissionin	04/17/09	Commercial Air Fare	138.60	Direct Charge
Regular Travel	Commissionin	04/18/09	Lodging	96.80	Cash
Regular Travel	Commissionin	04/18/09	Breakfast	6.00	Cash
Regular Travel	Commissionin	04/18/09	Lunch	10.00	Cash
Regular Travel	Commissionin	04/18/09	Incidentals	6.00	Cash
Regular Travel	Commissionin	04/20/09	Auto Rental	164.02	Direct Charge
Regular Travel	Cal Vet Board	04/22/09	Commercial Air Fare	302.20	Direct Charge
Regular Travel	Cal Vet Board	04/22/09	Parking, Auto	9.00	Cash
Regular Travel	Cal Vet Board	04/22/09	Dinner	18.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Lodging	123.85	Cash
Regular Travel	Cal Vet Board	04/23/09	Parking, Auto	22.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Parking, Auto	9.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Dinner	18.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Breakfast	6.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Lunch	10.00	Cash
Regular Travel	Cal Vet Board	04/23/09	Incidentals	6.00	Cash
Regular Travel	Cal Vet Board	04/24/09	Parking, Auto	9.00	Cash
Regular Travel	Cal Vet Board	04/24/09	Breakfast	6.00	Cash
Regular Travel	Cal Vet Board	04/24/09	Lunch	10.00	Cash
Regular Travel	Cal Vet Board	04/24/09	Incidentals	6.00	Cash
Regular Travel	Cal Vet Board	04/24/09	Auto Rental	133.13	Direct Charge